

21 August 1978

NOTE FOR THE RECORD

SUBJECT: MINUTES OF MARKINGS TASK FORCE - 17 August 1978

ATTENDEES:



The meeting was opened by the Chairman passing out copies of a new draft of the implementing directive for E.O. 12065. ICRC was to meet 17 August on a final draft to be sent to NSC for approval by the end of the month.

Status reports were then given by the Directorate representatives.

The DDA representative has been working closely with the DDA/RMO primarily on planning the approach to be taken in the DDA. Representatives from each DDA component have been requested to act as focal points. Time was also spent reviewing applicable regulations that will need to be revised. It was brought up that some of this task force's work will depend on requirements decided by the Classification/Declassification/Mandatory Review Task Force.

The main question raised by offices contacted by the NFAC representative to date has been whether the portion marking requirement would include control markings as well as national security classification markings. Also, they would prefer to put portion markings at the end of paragraphs. The OS representative indicated that the NFIB Security Committee will address portion markings for compartmented information, and he will keep the task force informed of their actions. We should also think of other alternatives besides placing the markings directly before or after a paragraph, such as a statement at the end of a document indicating what parts require special controls.

The DDO representative asked if our task force will address distribution pattern indicators. After some discussion it was decided that the task force will take no action in this area.

The Chairman passed out work sheets on proposed standard classification markings and formats. These will be discussed at future meetings. She also passed out a chart of forms for which the DDA is responsible showing the various markings used on these forms. RAB is preparing charts for each directorate and these charts will be sent to the directorate representatives as they are completed.

Most of the discussion at this meeting was devoted to forms. Each form presently bearing a classification or control marking will have to be looked at in view of the new executive order to determine if these markings are still valid. One problem brought up was forms preprinted as classified "when filled in" on the basis that names of employees under cover will be entered. These forms are also used by employees not under cover and no classified information is included on the form. The question of the classification of names of employees under cover should be addressed by the Classification/Declassification Task Force.

Other markings such as "Administrative - Internal Use Only", "For Official Use Only", "Medically Privileged", etc., were discussed. It was felt that the approach to be taken on these non-national security markings is to eliminate them as they are not well defined or applied in a standard fashion within the Agency and serve no useful purpose.



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TASK SCHEDULE

EO 12065 Marking Task Force

|   | AUGUST |      |       |       |          | SEPTEMBER |       |       |       | OCTOBER |      |       |       | NOVEMBER |      |       |       |          |
|---|--------|------|-------|-------|----------|-----------|-------|-------|-------|---------|------|-------|-------|----------|------|-------|-------|----------|
|   | 1-4    | 7-11 | 14-18 | 21-25 | 28-1 Sep | 4-8       | 11-15 | 18-22 | 25-29 | 2-6     | 9-13 | 16-20 | 23-27 | 30-1 Nov | 6-10 | 13-17 | 20-23 | 27-1 Dec |
| 1. IDENTIFY ALL REGULATIONS, NOTICES AND HANDBOOKS DEALING WITH MARKINGS  | ▽      |      |       |       |          |           |       |       |       |         |      |       |       |          |      |       |       |          |
| 2. IDENTIFY CLASSIFICATIONS AND MARKINGS USED ON ALL 2800 AGENCY FORMS  |        |      | ▽     |       |          |           |       |       |       |         |      |       |       |          |      |       |       |          |
| 3A. SUBMIT DATA FROM 2 TO CLASSIFICATION/DECLASSIFICATION/MANDATORY REVIEW TASK FORCE FOR DETERMINATION OF CLASSIFICATIONS TO USE |        |      |       |       | ▽        |           |       |       |       |         |      |       |       |          |      |       |       |          |
| 3B. SUBMIT TO MARKINGS TASK FORCE FOR COMMENTS AND RECOMMENDATIONS  |        |      |       |       | ▽        |           |       |       |       |         |      |       |       |          |      |       |       |          |
| 4. IDENTIFY ALL MARKINGS NOW IN USE IN AGENCY ON DOCUMENTS/NON-DOCUMENTS OTHER THAN FORMS   | 0--    |      |       |       |          |           | X     |       | □     |         |      |       |       |          |      |       |       |          |
| 5. IDENTIFY PROBABLE WAIVERS REQUIRED   | 0--    |      |       |       |          |           | C     |       | □     |         |      |       |       |          |      |       |       |          |
| 6. IDENTIFY PROBABLE MANAGEMENT POLICY DECISIONS  | 0--    |      |       |       |          |           | □     |       | □     |         |      |       |       |          |      |       |       |          |
| 7. ANALYZE DATA FROM ABOVE  |        |      |       |       | 0--      |           |       |       | □     |         |      |       |       |          |      |       |       |          |
| 8. REVISE REGS, NOTICES AND HANDBOOKS   | 0--    |      |       |       |          |           |       |       |       |         |      |       |       | □        |      |       |       |          |

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|---|--------|------|--------|----------------|-----------|-----|-------|-------|---------|------|------|------|----------|----------------|-------|-----|
|   | 1-4    | 7-11 | 14-18  | 21-25<br>1 Sep | 28-31     | 4-8 | 11-15 | 18-22 | 25-29   | 31   | 2-6  | 9-13 | 16-20    | 23-27<br>1 Nov | 30-31 | 3-7 |
| 9. DEVELOP MARKINGS PROPOSAL COVERING ORIGINAL & DERIVATIVE CLASSIFICATION; FORMS; DECLASSIFICATION; MARKING PLACEMENT; IMPLEMENTATION; WAIVERS |        |      | 0----- |                |           |     |       |       |         |      |      |      |          |                |       |     |
| 10. IDENTIFY/DESIGN/ORDER REQUIRED STAMPS   |        |      | 0----- |                |           |     |       |       |         |      |      |      |          |                |       |     |
| 11. SUBMIT PROPOSAL TO TASK FORCE MEMBERS FOR DIRECTORATE COMMENTS AND RECOMMENDATIONS  |        |      |        |                |           |     |       |       | 0---    |      |      |      |          |                |       |     |
| 12. REVISE PROPOSAL AS REQUIRED   |        |      |        |                |           |     |       |       |         | 0--- |      |      |          |                |       |     |
| 13. SUBMIT REVISED PROPOSAL AND REGS, NOTICES & HANDBOOKS TO TASK FORCE MEMBERS FOR DIRECTORATE FINAL REVIEW                                    |        |      |        |                |           |     |       |       |         |      | 0--- |      |          |                |       |     |
| 14. REVISE AS REQUIRED  |        |      |        |                |           |     |       |       |         |      |      | 0--- |          |                |       |     |
| 15. SUBMIT COMPLETED PACKAGE FOR FINAL AGENCY APPROVAL  |        |      |        |                |           |     |       |       |         |      |      |      |          |                |       |     |
| 16. IDENTIFY TRAINING MATERIAL  |        |      |        | 0-----         |           |     |       |       |         |      |      |      |          |                |       |     |

0 - STARTING DATE

☐ SCHEDULED COMPLETION

☐ ACTUAL COMPLETION

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